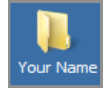


The Olympus Digital Voice Recorder is capable of recording many hours of audio in an .MP3 format. Audio files can be uploaded to your Moodle course site for playback by your students. Recording can be your own voice, a conversation you have with an outside speaker, an interview you conduct... Audio files recorded with this device can be edited using Audacity, a free audio editing program available on this laptop.

**Important:** Before you begin recording, create a folder on the Desktop with your first and last name. You will use this folder as temporary storage for your audio files as you move them from the recorder to the computer.

To create the folder, right-click a blank area on the Desktop, point to *New*, and then click *Folder*. Type your first and last name then press the *Enter* key.

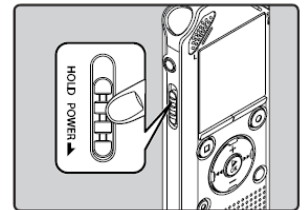


### Turning the Recorder On and Off

When the recorder is not being used, turn the power off to reduce battery consumption. Existing data, mode settings, clock settings are not lost when the power is turned off.

#### Power on the device

1. Slide the Power/Hold switch in the direction of the arrow. Hold for a 1-2 seconds and release.
2. If the Home screen appears, select Recorder from the list and press the OK button. If a list of folders appears, move to the section on Creating a Recording.



#### Power off the device

Slide the Power/Hold switch in the direction of the arrow. Hold for a 1-2 seconds and release.

Note: If the device is not used for 10 minutes or longer, the display will shut off. Press any button to exit the power save mode.

### Creating a Recording

#### Selecting a folder

Before starting a recording, select a folder from the 5 listed (Folder A-Folder E). Use the + and - buttons to move up and down the folder list. Press OK to select a folder. To exit a folder, use the left arrow button.

Make a mental note of the folder you have selected for your recordings.

#### Recording

1. Turn the recorder in the direction of the source to be recorded.
2. Press the REC button to start a recording. The LED indicator light turns on.
3. Press the STOP button to end the recording.

#### Playback

1. Select the file to be played back from the folder that contains that file.
2. Press the OK button to start playback. Press the + or - button to adjust the volume
3. Press the STOP button end playback.


#### Erasing a file

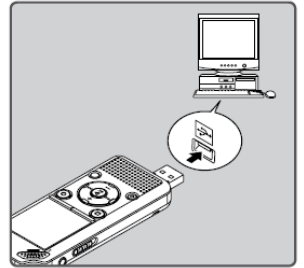
A selected file can be erased from a folder. Also, all files in a folder can be erased simultaneously.

1. Press the List button to navigate to the file you want to erase.
2. Press the + or - to select the file, then Press the ERASE button.
3. Press + to move up to All in folder or One file.
4. With the desired action selected, press the OK button.
5. Press the + button to move up and select Start.
6. Press the OK button. The display changes to Erasing and erasing begins. Erased is displayed when the file is erased.

## Saving Your Audio File to the Computer

This device has a built-in USB connector that is used to connect the voice recorder to the computer.

1. Slide the USB connector slide lever, on the back side of the recorder, in the direction indicated by the arrow so that the USB connector protrudes from the recorder.
2. Make sure that the recorder is in Stop mode and connect the recorder to the PC's USB port.
3. The laptop will install the appropriate device drivers to recognize the recorder.
4. Open Windows Explorer.
5. Windows Explorer will see the device as  WS\_802 (F:)
6. Double-click WS\_802 to open the device.
7. Double-click on RECORDER to open that folder.
8. Double-click on the folder name where your files are stored.
9. Copy your file (or files) to the folder you initially made on the computer's Desktop. Right click on a file, select Copy, open the folder on the Desktop, right click and select Paste.



## Editing an Audio File

Refer to the Audacity handout for instructions on how to edit an audio file.

## Adding Your Audio File to Moodle

1. Log into Moodle and enter your course site.
2. With editing turned on, select File from the Add a resource drop-down list.
3. Type a name for this item in the General > Name field. You can also enter a description for the item. For the description to display for the students, check the Display description on course page box.
4. From the Content area, click the Add button.
5. From the File Picker box, click the Upload a file link.
6. Click Browse to find your file and select that file by double-clicking on the file name.
7. Click the Upload this file button.
8. Under Options > Display, select Force download.
9. Click Save and return to course.

Note: the File function is meant for one file upload only. If you want to upload multiple files at one time, select Folder from the Add a resource menu and then add multiple files into that folder.

## Erase All Files Before Returning the Device

Before returning the recorder, please erase all files.

1. Select a file you want to erase.
2. Press the ERASE button.
3. Press the + to move up to All in folder.
4. With All in folder selected, press the OK button.
5. Press the + button to move up and select Start.
6. Press the OK button. The display changes to Erasing and erasing begins. Erased is displayed when the file is erased.

Note: you will need to move into each folder to erase the files in that folder.